



City of Austin - JOB DESCRIPTION



Airport Operations Specialist

FLSA:	Standard/Non-Exempt	EEO Category:	(50) Para-Prof
Class Code:	10405	Salary Grade:	XA4
Approved:	October 24, 1997	Last Revised:	November 02, 2007

Purpose:

Provide a safe and secure environment for the traveling public, Austin-Bergstrom International Airport and City of Austin employees, and neighboring community by recognizing and responding to violations of local, state, and federal laws and ordinances.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Prevent introduction of weapons, bombs, explosives, and other devices, by performing frequent patrolling of airport property and surrounding areas, conducting safety and security training, responding immediately to airport security breaches and alarm violations.
2. Inspect facilities and ensures safe operating conditions
3. Enforce federal, state, and local laws, regulations, and ordinances by issuing citations, warnings, notice of violations, and conducting inspections.
4. Monitors airport activities, inspects airport property and facilities and uses security tools and equipment and processes to identify and deter potential threat elements.
5. Write technical reports.
6. Respond to medical, fire, hazardous materials, disturbances, security violations, aircraft alerts and crashes, burglaries, alarms, and other emergencies as necessary and implements emergency plans.
7. Investigate accident scenes to include, interviewing suspects and witnesses, following-up on accidents/incidents by contacting witnesses, gathering and sharing information, etc.
8. Provide training and classroom instructions on a variety of subjects relating to airport operations and security.
9. Attend and receive training to maintain and to stay abreast of airport operational and security issues.
10. Perform other special projects as requested and necessary.
11. Recommends improvements to supervisors and management.
12. Provide customer service to the general and traveling public, Austin-Bergstrom International Airport and City of Austin Employees, other governmental agencies by performing duties such as providing escort services.
13. Contributes to the team effort by performing related duties and assignments as needed.

Responsibilities - Supervisor and/or Leadership Exercised:

May perform supervisory duties

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Minimum Qualifications:

Bachelor degree in Criminal Justice, Aviation Management, Airway Science, Public Administration, Business Administration, or related field, OR

Four (4) years of experience in the U.S. Military Services, peace officer, airport operations, or other security related field
Any combination of the above

Licenses and Certifications Required:

Valid Texas Class "C" Driver's License

Must be able to pass a criminal background check and obtain and maintain federally mandated security clearances required to work at an airport

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.